

Middle Rio Grande Conservancy District

Position Classification and Description



POSITION TITLE: Heavy Equipment Operator
FLSA: Nonexempt
GRADE: NE5
SUPERVISOR: Division Manager
DEPARTMENT: Field Division Offices

Position Summary:

Ensures water delivery by building, repairing, and maintaining canals, ditches, lateral waste ways, drains, right-of-ways, roads, dams and other District facilities and structures through the use of Backhoes, Front End Loaders, Hydraulic Excavators, Mobile Cranes, Scrapers, Motor Graders, Floating Dredges, and or Dozers. Note: Mobile Cranes require two people to operate, one to drive and one to operate. The driver must possess a Class B (CDL).

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Operates equipment to ensure ditches are open and free of obstructions by dredging, sloping, back filling, placing rip rap, and reading grade stakes or cut sheets.
- Uses equipment to fight ditch breaks, overflows, rodent and erosion control and control fires by pushing dirt, back filling, compacting and ripping or gouging Ditch banks.
- Maneuvers equipment on muddy, sandy, dusty, slippery, icy and unimproved ditch banks and maintenance roads to reach areas needing repair, maintenance or construction.
- Ensures the machine is in safe operating condition by checking fluid levels, electrical systems, and cables and sheaves; ensures gages are operable and correct; equipment is properly lubricated, and evaluates overall wear and tear.
- Maintains records of scheduled and completed maintenance, work orders and other reports as requested; completes forms according to established policies and procedures.
- Repairs, constructs and/or maintains ditches, canals, laterals, waste ways, drains, facilities and structures by physically pulling weeds, cutting wood, digging ditches, pulling debris from flowing water; uses shovels, potato hooks, pitch forks, hand burners, machetes, power burners and other power or hand tools to delivery of water.
- Transports and/or drives heavy equipment to designated area for repairs by hauling or pulling equipment on tractor/trailers.
- Responds to emergencies in a timely manner to prevent destruction or damage to private, public and District property.
- Observes safety rules, and ensures and maintains a safe environment.
- Contributes to a team effort and accomplishes related results as required.

- Performs other duties as required.

Minimum Qualifications:

High School Diploma or GED plus two years experience in the operation of heavy equipment; or equivalent combination of education and experience. Must possess and maintain a valid New Mexico Driver's License with no major traffic violations; and successfully complete a drug and alcohol screening and criminal background check. A Commercial Driver's License, (CDL) is preferred. Employment will be contingent upon the successful completion of a physical examination and meeting the physical standards required to perform job tasks.

Knowledge, Abilities, Skills, and Certifications:

Knowledge of:

- the capability and application of assigned heavy equipment
- basic construction techniques and practices
- electrical systems; cut sheets and grade stakes

Ability to:

- communicate effectively, both verbally and in writing
- carry out instructions furnished in verbal or written format
- analyze situations and adopt appropriate courses of action
- handle multiple tasks and meet deadlines
- develop and maintain positive working relationships with district employees and the public
- demonstrate excellence in everything, and continually seek improvement in results

Skill in:

- using various hand tools, power tools, chain saw, shotcrete equipment, and tampers
- driving vehicles and heavy equipment over unimproved, dusty, muddy, and slippery ditch banks
- using safety and equipment devices; and utilizing safe and proper lifting techniques

Physical Demands:

While performing the duties of this job, the employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee regularly is required to sit; climb or balance; and talk or hear. The employee occasionally is required to smell. The employee must occasionally lift and/or move up to 100 pounds.

Work Environment:

Work is generally performed outdoors. Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties. Prolonged sitting is a common occurrence. Standing and walking may be on uneven surfaces or unstable ground. Situations where safety-toe shoes, safety goggles, gloves, or protective face shields are needed may occur. Travel within the District area is required for completing work orders and working in sensitive and/or hazardous areas is common.